



PRE-BID MEETING MINUTES

Contract Number: BPM020474

Contract Title: Statewide Personal Protection Equipment and Supplies ***SBR ONLY***

Date of Pre-Bid: Wednesday, August 12, 2020

Time: 2:00pm Eastern Time

Pre-Bid Meeting hosted via Microsoft Teams by Jamaal Turner of the MDTA.

Jamaal reads the script to the attendees.

I. Opening of Meeting

Good Afternoon. My name is Jamaal Turner and I am the Procurement Officer for the Maryland Transportation Authority (MDTA) conducting this procurement on behalf of the Maryland Department of General Services – Office of State Procurement for Contract Number BPM020474, Statewide Personal Protection Equipment.

At this time, because of the volume of participants I ask that everyone please mute your microphone to reduce background noise. I also ask that everyone remain muted until I open the meeting to questions. When we get to the questions segment of the meeting, participants will be instructed to use the “raise hand” function of the Teams platform. For those of you who have called in and do not have the raise hand functionality, you’ll be given an opportunity to identify yourself and ask your question at the end of the Questions segment of the meeting.

II. Introductions

In this meeting, I have from the Maryland Transportation Authority, Margie Hajiantoni, MDTA Procurement Manager.

Also joining us is Mr. Mike Haifley, Deputy Chief Procurement Officer, Office of State Procurement, Department of General Services. I’d like to ask Mr. Haifley to please introduce our participants from the Office of State Procurement.

(Mr. Haifley introduces himself)

(Jamaal continues)

We have a very large group on this meeting, therefore, instead of introducing each participant and in lieu of a sign-in sheet, I will be providing a Word of the Day several times during this meeting and we are asking each attendee to send an email to Michele Jones with the Word of the Day and their contact information by close

of business today. A list of attendees will be provided in the Pre-Bid minutes that will be issued as an addendum to the solicitation on eMaryland Marketplace Advantage or eMMA.

The Word of the Day is FACE (F-A-C-E). Michele's email address is mjones20@mdta.state.md.us. I'll repeat the Word and Michele's email address twice more during the meeting if you didn't get it this time.

It's very important that you email Michele as requested. Those who fail to confirm their attendance will not be counted and may not receive all Pre-Bid Information.

[Jamaal shows a slide with the secret "Word of the Day" and Michele's email address.](#)

Purpose of Pre-Bid

The purpose of this Pre-Bid is to clarify any questions or concerns bidders may have with regard to the specifications or scope of work of the IFB. Changes to the specifications or to the scope of work will be published as an Addendum and will supersede the original published document as per COMAR 21.05.02.08. The Pre-Bid minutes will be published as an Addendum on eMMA and will become part of this solicitation. Nothing stated at the Pre-Bid conference may change the Invitation for Bid (IFB) unless a change is made by written addendum to the published solicitation.

III. Description of Contract -

This solicitation has been designated a Small Business Reserve procurement. Award of a contract resulting from this solicitation is strictly limited to firms who meet the statutory requirements set forth in State Finance and Procurement Article, §§14-501—14-505, Annotated Code of Maryland, and that are certified by the Governor's Office of Small, Minority, and Women Business Affairs' Small Business Reserve Program. Additional information about the criteria and the Small Business Reserve program can be found in Section 4.37 of the published IFB, and on the Office of State Procurement website at <https://procurement.maryland.gov>. Contracts awarded as a result of this solicitation will be indefinite quantity, firm fixed-price contracts for the provision of Personal Protection Equipment as specified on each line for the term of the contract. It's very important to note that orders for the PPE on these contracts will be placed on an as-needed basis by state agencies and political subdivisions. There are no guarantees as to the number or timing of orders, or the minimum or maximum size of each order.

The term of the contract will be one (1) year with two (2) one-year renewal options. The State has the unilateral right to exercise any options. Any renewals solicited with this contract or any part of the contract may be renewed solely at the discretion of the Office of State Procurement.

The Maryland Department of General Services intends to make up to three (3) awards for each line item under this IFB.

It is anticipated that contract awards will be made for a primary supplier, a secondary supplier, and a tertiary supplier. The primary supplier will be asked to provide the requested order quantities first. If the primary supplier cannot fulfill the order, or can guarantee only a portion of the order, the secondary supplier will be contacted to fulfill the order in total, or the remaining balance accordingly. If the primary and secondary suppliers cannot fulfill the order or can only partially fulfill the order, the tertiary supplier will be asked to fulfill the order or balance of the order.

These contracts shall be non-exclusive contracts. The State shall not be restricted to purchasing solely from these contracts and reserves the right to issue additional solicitations and award additional contracts in the future.

IV. Minimum Qualifications

In order to be awarded a contract, the Bidder, if a supplier, shall have at least one (1) year of experience providing personal protection equipment to hospitals or government entities on a regular basis. Manufacturers bidding direct to the State are not bound by the minimum qualifications. In order to demonstrate meeting this requirement, Bidders must provide references as listed in Section 1 of the IFB.

V. Basis for Award –

The Basis for Award shall be the lowest priced responsive bid from a responsible bidder on a line by line basis. The quantities shown on the Bid Sheet are for evaluation purposes and to establish firm, fixed unit prices for the duration of the Contract. No minimum or maximum orders are guaranteed.

All responsible Bidders will be ranked from the lowest (most advantageous) to the highest (least advantageous) price based on the Bid Prices submitted in Column E on **Attachment B** - Bid Form. This will be the unit price per Package, including shipping cost, delivered within 45 days.

Bidders must fill out all cells for the line they're bidding, including the cell for the standard package for the brand they're bidding. This should be the individual count per package and the number of packages per carton or case.

Vendors are not required to bid all lines, but will be bound by the requirements, terms and conditions of the contract regardless of the number of items awarded.

VI. General Information

- a. **INSURANCE REQUIREMENTS** - The Contractor shall maintain, at a minimum, the insurance coverages outlined in Section 3.6 of the IFB, or any minimum requirements established by law if higher, for the duration of the Contract, including option periods, if exercised.

b. ELECTRONIC TRANSACTION FEE

Contractor shall pay an electronic transaction fee to the State in the amount of one percent (1%) of the total contract sales. The electronic transaction fee is calculated based on all sales transacted under the contract, minus any returns or credits. The electronic transaction fee shall not be charged directly to the customer, e.g., as a separate line item, fee or surcharge, but shall be included in the contract's unit prices.

- c. **PRICE ADJUSTMENTS** - Thirty (30) days prior to the end of each year of the contract the contractor may request, in writing, a cost adjustment to be in effect for the subsequent years of the contract. If a contractor fails to request a price adjustment 30 days prior to the adjustment date, the adjustment will be effective 30 days after the State receives their written request.

Any proposed increase in price shall not exceed the rate of inflation as determined by the U.S. Department of Labor Producer Price Index (PPI) for Medical equipment & supplies mfg., not seasonally adjusted, Series ID PCU3391, published by the Bureau of Labor Statistics at the time of the request. Please see section 3.9.4 of the IFB for additional information.

- d. Before a business entity can do business in the State, it must be registered with the State Department of Assessments and Taxation (SDAT). This requirement applies whether the business is located in the State of Maryland or outside of the State. Please see Section 4.21 of the IFB for additional information.
- e. Bids are to be submitted through eMMA only, bids will not be accepted by mail, email or hand delivery. Bids are due no later than **2:00 pm** local time, on **Monday, August 24, 2020**. Late bids will not be accepted.
- f. Questions are due no later than 12:00pm Eastern time, this **Friday, August 14, 2020**. All questions shall be submitted via email to me, **Jamaal Turner**, at mdtaprocurement@mdta.state.md.us with a copy to: jturner6@mdta.state.md.us. Any questions asked at the Pre-bid today should also be submitted in writing no later than the Questions Due Date.
- g. When submitting your completed bid, the following documents must be submitted with your Bid:
- ❖ The completed and signed Bid Form
 - ❖ Bid/Proposal Affidavit
 - ❖ Bidder Information Sheet (Appendix 2)
 - ❖ Documentation of meeting the Bidder Minimum Qualifications of this IFB
 - ❖ Attachment G – Federal Funds
 - ❖ Proof of Bidder's Fiscal Integrity
 - ❖ Copy of the Bidder's current Certificate of Insurance
 - ❖ All other documents noted as required "With Bid" in Table 1 in Section 7 of the IFB.

Please note that all information submitted with your bid is considered public information and will be available for review by the public at time of bid opening or otherwise upon request. Therefore, a Bidder shall identify any portion of their Bid that the Bidder considers to be confidential or proprietary information and shall provide any justification as to why these materials should not be disclosed by the State.

The Office of State Procurement will make the final determination as to whether or not the documents are confidential in accordance with the provisions of the Maryland Public Information Act, which may be found in the State Government Article of the Maryland Annotated Code, Sections 10-611 through 10-623.

- h. If an Addenda has revised any of the required Bid documents, make sure that you submit the revised pages in your bid. Pricing submitted shall reflect any and all changes made through an Addenda.
- i. When tabulating your final price, make sure all your calculations are correct.
- j. The Spreadsheet contains cells that are locked that contain formulae that auto-calculates.
- k. The Bid/Proposal Affidavit must be completed and signed by all the parties as indicated. If signed by someone other than the President of the Company, a Corporate Resolution must be submitted with the Bid, verifying signatory Authority on behalf of the Company.
- l. In order to bid and receive a contract award, a vendor must be registered on eMMA. Registration is free. Go to <https://procurement.maryland.gov>, click on "Register" to begin the process, and then follow the prompts.
- m. Any issues with the navigation of eMMA or submission of bids shall be handled directly with the eMMA helpdesk via email to emma.helpdesk@maryland.gov.
- n. It is the Bidder's responsibility to ensure that their bid has been uploaded correctly into eMMA.
- o. By submitting a response to this solicitation, a firm shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland. This includes the payment of taxes and employee benefits, and that it shall not at the time of bid or during the term of the contract become in arrears if selected for contract award. It will be the bidder's responsibility to timely clear any outstanding issues upon notification. In addition, please note that the company name you submit your bid in, must match exactly as your company is registered in the State of Maryland with the Office of the Comptroller and the Department of Assessments and Taxation.

- p. By submitting a response to this solicitation, the Bidder agrees to accept payments by electronic funds transfer.
- q. Bidders are advised to print out all forms and attachments and carefully review the entire solicitation. Retain all sections for future reference. Documents can be downloaded from eMaryland Marketplace Advantage.

REMINDER

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VII. QUESTIONS

I will now open the meeting up to questions. I'd like to remind all attendees that questions asked in this meeting must also be sent via email to the Procurement Officer. Answers given in this Pre-Bid Meeting are not final or binding unless answered via an addendum to the published solicitation on eMMA.

Those who have questions are asked to use the "raise hand" function of the Teams platform. Please do not unmute your microphone until called on. For those of you who have called in and do not have the raise hand functionality, you'll be given an opportunity to identify yourself and ask your question at the end of this segment of the meeting.

Q&A

VIII. FINAL REMINDER

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Jamaal thanks everyone in attendance and closes the meeting.